



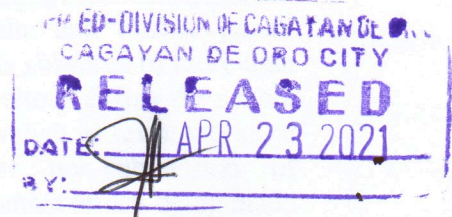
Republic of the Philippines
Department of Education

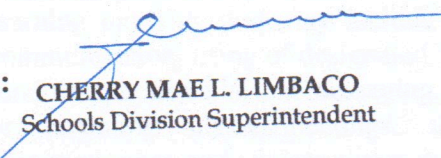
REGION X

DIVISION OF CAGAYAN DE ORO CITY

DIVISION MEMORANDUM No. 188 s. 2021

**TO : Assistant Schools Division Superintendent
Chiefs, SGOD, CID
CID Personnel
SGOD Personnel
Public Elementary and Secondary School Heads
This Division**



**FROM :  CHERRY MAE L. LIMBACO
Schools Division Superintendent**

SUBJECT : AMENDMENTS TO CHECKING OF DAILY ATTENDANCE

DATE : April 23, 2021

1. Relative to the issuance of DepEd Memorandum No. 14 s. 2021 "Interim Guidelines on the Preparation, Submission, And Checking of School Forms for the School Year 2020-2021" the field is hereby of the important provisions in noting daily attendance of learners.
2. The following amendments are adopted as stated in Paragraph 2 a.ii *School Form 2 (SF2) Daily Attendance*:
 - Given the temporary suspension of face-to-face learning and with the implementation of different learning modalities, teacher/advisers may choose an applicable Learner Attendance Conversion Tool (LACT) that can be considered in checking the learner's attendance. The chosen norm of attendance should be explained to parents/learners for awareness and transparency.
 - The SF2 that are already prepared by teachers for the first two quarters should be adopted without any further modification. Hence, the adoption of the LACT is only applicable and should only be used for the third and fourth quarters of SY 2020-2021.
 - Similarly, in the adoption of any LACT for the third and fourth quarters of SY 2020-2021, teachers are highly encouraged to exercise due consideration and to reach out to learners. A learner can only be considered a drop-out or no longer



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participating in learning activities (NLPA) if he/she and his/her parent voluntarily withdraw from schooling or if he/she incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or semester as per DO No.8, s.2015. This is equivalent to seven weeks of non-attendance in his/her online classes and/or non-submission of modules/activity sheets without any communication/contact efforts being made by the learner or parent/guardian with the teacher.

- Note that contact/communication efforts may vary depending on the distance learning modality and may include but are not limited to electronic/digital communication, using of designated drop/pick up kiosk/middleman for printed modules, phone calls, text messaging, handheld CB radio, letter correspondence or attending classes/meetings, and/or physical interactions between parent/guardian and adviser within the parameters of the existing local/national health safety protocols of IATF for COVID-19.

3. Immediate dissemination of and strict compliance with this Memorandum is directed.